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## SCOPE OF WORK

## A. General

•	This project entails an engineering study of the feasibility
25X1	and practicality or using power driven movable shelving in
	the records storage facility at the
	The intention is to increase the volume
	of usable storage space without increasing the size of the
	building.

## B. Requirements

- 1. The study should result in a written report with any drawings which may be used as a management tool in determining the advisability of installing power driven movable shelving to increase usable storage at this facility, given the limitation that building enlargement is not to be considered.
- 2. The study and report shall cover all aspects of the feasibility and practicality of using this shelving, and shall include the related cost estimates. The items to be considered shall include, but not be limited to, the following:
  - a. A structural analysis of the building's ability to accommodate the additional weight of the added records in storage as well as the shelving.
  - b. An electrical power survey to determine the necessary and available power for both normal and emergency needs, to supply the illumination and drive motors for the equipment.
  - c. An analysis of the maintenance requirements of the equipment.
- 3. If it is found that movable shelving is not advisable, the reasons for this should be given as well as suggested alternatives, their relative merit and their respective costs.

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5. Upon completion of the study, 12 copies with all supporting data shall be submitted

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